

## U.S. GEOLOGICAL SURVEY

### Central Publications Policies and Procedures

Version 1.0 March 1996

#### INTRODUCTION

By signing a manuscript's routing sheet, the chief scientist of a program team makes the most important decision a publisher makes—that a manuscript is worthy of publishing in whatever Survey series is indicated on the routing sheet. We publish almost everything that is submitted. A few manuscripts are rejected because they would require too much effort to put in shape for publication. A few are questioned because of their content or cost, and some of those are withdrawn by the program teams themselves.

Because all manuscripts submitted to the Central Publications Group (CPG) have been reviewed by peers and approved by program chief scientists, we accept the fundamental premise that the manuscripts contain information of value to some segment of the public—private citizens, scientists, teachers, environmental planners, local, State, and other Federal agencies, and a host of other groups.

In 1992, the Science Advisory Committee and others recommended establishing a committee that would review selected manuscripts and accept/reject them for publication. Although that recommendation has not been adopted, it cannot be considered dead. With insufficient funds to publish rapidly everything that is submitted for publication, rejecting some manuscripts may be necessary.

#### ABSTRACTS

Abstracts are generally no longer edited by CPG.

#### ACKNOWLEDGMENT OF CPG STAFF

The guidelines are:

1. Under exceptional circumstances, it is permissible to thank CPG as a group.
2. Any member of the CPG staff, with his/her permission, can be thanked for exceptional contributions to the successful publication of a report.
3. All acknowledgments must be initiated and recommended by the authors or scientific editors of the volume.
4. All acknowledgments should be passed by the CPG chief or acting chief prior to being typeset.



5. CPG editors may be included as editors or coeditors on the title page but not as “technical editors” or any other such title.
6. The use of a production note is encouraged.

We are delighted when program teams recognize our staff by awards. If these are monetary awards, however, the program team must fund them. We fund only the awards that we give.

## ADMINISTRATIVE REPORTS

The following quotation is from the Geological Survey Manual, 503.1.5D:

Administrative Reports are prepared by the USGS for internal use or for other governmental agencies for which it performs work. The reports are released to agencies in recognition of the proprietary interest that these agencies have, an interest usually acquired by financial sponsorship. Such reports are considered to be unpublished and may not be cited or quoted except in a follow-up administrative report to the same agency, or unless that agency releases the report to the public. No standards exist for Administrative Reports; they must receive Director’s approval. Copy is prepared to meet specific needs.

## ARCHIVING

Archiving is an important but difficult, complex, and sometimes expensive part of the publications process. In most activities worldwide, it is incomplete and inconsistent, and ours is no exception.

### TEXT

We have no archives of text typeset conventionally on contract or prior to FrameMaker, other than the books themselves. Books typeset in FrameMaker have been archived on CD-ROMs.

### ILLUSTRATIONS

We have no archives of printer’s negatives of illustrations from books published in the central region prior to 1976. Before that date, negatives of book plates were sent to the National Archives, which has moved from Arlington to Alexandria, Virginia, and then to Suitland, Maryland. Much of the material, for one reason or another, did not make it to Suitland. The collection of page-sized illustrations from that era archived in the National Center, Reston, is equally spotty.

At present, all illustrations produced in CPG, whether drawn manually or on computer, including all book plates, are archived in file cabinets and flats. Illustrations done on computer have been transferred to the same CD-ROMs that archive the text. We are integrating digital files of line art into the composed text wherever possible.

### MAPS

Printer’s negatives for MF maps produced in the central region are archived in drop-file cabinets in CPG. Printer’s negatives for formal maps (GQ, I, GP, C, OM, OC series), most of which are printed by NMD, are archived in the National Archives, Suitland, Md., and can be obtained through EPG. Negatives for printed



digital maps are archived in the same manner as those for nondigital maps. The digital files are also archived both in the original format (ARC/INFO, GSMAP, and so forth) and in the SDTS format, if possible. Presently these files are archived on disk or tape; the preferred archive will be on CD-ROMs and in a national geologic map database.

CPG has a large collection of base negatives for individual quadrangles and mosaicked quadrangles. The base-negative collection of CMR has been transferred to CPG. Dave Walters (236-0952; [dwalter@gccmail.cr.usgs.gov](mailto:dwalter@gccmail.cr.usgs.gov)) maintains these collections.

Since 1990, some production materials (scribecoats for linework, type overlays, and base negatives) for geologic maps in the formal map series have been archived in CPG in the event that individuals might want to digitize these maps. Alex Donatich (236-5468; [adonatic@gccmail.cr.usgs.gov](mailto:adonatic@gccmail.cr.usgs.gov)) maintains this collection.

## AUTHORS' COPIES

The numbers of copies of Survey-series reports given to authors are: 30 to the author of a report having only one author, 50 to be divided among the authors of reports that have more than one author. Permission to provide more than 30/50 copies requires CPG approval prior to printing.

## AUTHORSHIP

The first author of manuscripts published in a Survey series, or scientific editor of multichaptered volumes or folios, from open-file reports and MFs to I-maps and professional papers, must have been employed by the USGS when the work on which the manuscript is based was performed, or he/she must have been working under a USGS grant, contract, or memorandum of understanding, or have been a formal volunteer. The affiliation shown must be the U.S. Geological Survey.

## BASE MAPS

CPG orders base maps from the Earth Science Information Center (ESIC). In December 1992, Dave Walters assumed the full responsibility for base map ordering and preparation, including mosaicking. Before starting a mapping project that will result in a publication, please call Dave (303-236-0952; [dwalter@gccmail.cr.usgs.gov](mailto:dwalter@gccmail.cr.usgs.gov)) or, in his absence, any map editor.

## CHOICE OF SCALE

The choice of scale affects the cost of publishing maps. In 1987, we published a group of related maps at a scale of 1:100,000 that could have been published at 1:150,000 and ganged, reducing the number of sheets, peelcoats, pamphlets, and envelopes and most importantly the cost by an estimated \$18,000 in 1987 dollars.

---

 **DIGITAL BASE MAPS**

If a digital base map is suitable for printing and if the advantages of using it outweigh the disadvantages, CPG will use it to publish. Effectively this means, however, that for now CPG will use conventional base maps almost exclusively for publication because (1) standard digital base maps available through NMD contain lines and symbols only, no type (contour labels, stream names, city names, and so forth) and (2) scanning to produce publication-quality base maps has proved prohibitively expensive (at least five times as expensive) and time consuming in WPG's experience, primarily because of the cleanup that is required.

For analytical (GIS) purposes, the base map data must be in separate layers (not a composite), and, to be released as part of a GIS database, the base map data would preferably be in separate layers (not a composite). One source for such base separates is the Earth Science Information Center (ESIC, phone 303-236-5829) in NMD, which can inform the authors as to the availability of specific quadrangles, data layers, and prices. If NMD has already digitized the data layers for the quadrangles needed, CPG will purchase those files through ESIC. The turnaround time is 3-4 weeks and the data are mailed to the requester on tapes or can be downloaded via the Internet. The data are Digital Line Graph Level 3 (DLG-3), which means the data contain a full range of attribute codes, have full topological structuring, and have passed certain quality-control checks. (As mentioned above, they do not contain text and are not suitable for printing.) Prices are based on units. One unit for a 7 1/2' quadrangle is one data layer for the whole quadrangle; however, one unit for a 30'x60' quadrangle is one data layer for one half (east or west) of the quadrangle—a 30'x30' unit. Prices as of February 1994 were as follows: 1 unit, \$40; 2 units, \$60; 3 units, \$80; 4 units, \$100; 5 units, \$120; 6 or more units, a basic charge of \$90 plus \$7 per unit.

NMD's most comprehensive digital database is for 1:100,000-scale (30'x60') quadrangles. The transportation and hydrography layers are complete for all States except Alaska. NMD has placed a priority on digitizing the remaining data layers for the 1:100,000-scale database. Included among the remaining layers are hypsography (topographic contours), man-made features (buildings, storage tanks, and so forth), boundaries (State, county, city, and so forth), and public land survey system (township and range). NMD has a program to digitize all 1:24,000-scale quadrangles, but it has barely begun and will probably take decades to complete. Quadrangles scheduled for revision are being digitized as part of the revision. To obtain information on which quadrangles are scheduled for digitizing, call NMD Program Management.

If authors wish to obtain digital bases that NMD has not scheduled for the near term, they can obtain priority by sharing the cost with NMD. Priority means about 6 months turnaround after the digitizing begins. The time spent backlogged before digitizing depends on how many other cost-shared projects are in the works and on other NMD priorities. Cost shares are arranged with NMD Program Management. The standard price structure for one 7 1/2' quadrangle in February 1994 was: hydrography, \$1,165; public land survey system, \$165; boundaries, \$160; transportation, \$775; hypsography, \$1,135; man-made features, \$675; non-vegetation patterns, \$60; and survey control, \$110, for a total of \$4,245.



If authors wish to obtain a digital base map for display as a data layer on the screen, or for analytical purposes, or to publish digitally as part of a GIS database, CPG will arrange for scanning if the program can provide an account number to charge the work to. For screen display, a scan of a composite blackline on clear film (copy to be scanned can be obtained from CPG's base map specialist) is acceptable. CPG can send their copy to a commercial contractor for scanning. WPG has been obtaining base scans from a BPA vendor for an average cost of \$70 per separate of a 7 1/2' topographic quadrangle. The vendor provides raster (RLC format) and vector (DXF format) files at a resolution of 500 dpi. The files are provided on 9-track tape and range in size from less than 1 Mb to 25 Mb.

## BIBLIOGRAPHIES

Stand-alone bibliographies, even annotated bibliographies, are not to be published in our formal series. They can be released as open-file reports.

## BLUELINES

A blueline is a paper print from the negatives from which the printer will make the press plates. Its purpose is to allow us to catch errors introduced in the layout of the printer's negatives, such as the transposition or misalignment of illustrations. It is not a second proof of the manuscript to be read for typos and so forth. In most cases, errors that the printer has not introduced should not be corrected unless they are of the magnitude that would require the reprinting of the book, were they not caught until after the book had been printed.

It is the responsibility of the editors and graphics specialists to review bluelines. Occasionally they will ask authors to participate in this review. Changes that are not corrections of errors introduced by the printer result in additional cost.

## CD-ROMS

If you are considering publishing a CD-ROM either as an Open-File or in the DDS Series contact Jim Hoffman, (303-236-2490; [jhoffman@gccmail.cr.usgs.gov](mailto:jhoffman@gccmail.cr.usgs.gov)) before proceeding. CPG has the equipment and expertise to premaster CD-ROMs for PC and MAC platforms. CPG will edit a paper copy of the text (not the data file itself), to approve them for the Director, and to prepare the printed material that appears on the disk label and in the jewel case. Please follow the same procedure as you follow in submitting a book manuscript; that is, you need a routing sheet with the appropriate signatures and double-spaced copy of the text.

If you do not have a copy of "CD-ROM Guidelines" you can obtain one from the CPG website or CPG will send you one upon request.

## COPYRIGHT OF USGS PUBLICATIONS

All material written by employees of the U.S. Geological Survey as part of their official duties is in the public domain and cannot be copyrighted. No regulations prohibit anyone from copying and republishing such material. Professional courtesy requires that the USGS be acknowledged if material is copied.



## COPYRIGHTED MATERIAL—USE IN USGS PUBLICATIONS

This subject is covered in section 450.3.1 of the Survey manual. In summary, it states that the USGS cannot publish copyrighted material without written permission of the copyright holder. It is the responsibility of the author to obtain such permission. If the copyright holder requires specific wording in the acknowledgment, that wording should be used. If the copyright holder requires a fee, the fee should be paid by the author's office. If permission cannot be obtained to use the copyrighted material, it may be used only with the approval of the Secretary of the Interior.

## COSTS

Program teams will be responsible for costs incurred for contracted services (drafting, photolab work, printing, etc.) and materials used for their publications. Services performed inhouse by CPG personnel will not be charged for.

## COVERS

Most of our books have default standard covers, which are the least expensive to print and are also the most easily identified as Survey publications. The least expensive art cover is a photograph printed in one color on white stock, with or without the background screened in the same color.

We also do special covers, each of which must be approved by the CPG chief. In consultation with the editor, an author should prepare a mockup for approval. Artwork is more expensive only in that it requires an artist's time to draw. A full-color photograph costs about \$360 for color separations to be prepared.

## DATABASES ONLINE

Databases can be released online and are listed in New Publications of the U.S. Geological Survey under the heading, Databases. The policy concerning their release is section 500.24.1 of the Survey manual. Please read that section before submitting a database.

In the Geologic Division, the databases must be director approved, "contain only data that have undergone rigorous, documented quality assurance," and have a designated data manager.

The manual further states:

To establish a Director's approved database, the database manager must submit a written request to the Division Chief demonstrating that the minimum requirements have been met. The request should document the purpose and scope of the database, data collection methods, quality control methods, description of data elements, instructions for operating any software that may accompany the data set, and [description of] user support.

---

 **DEDICATIONS**

No dedications, formal or informal, are allowed in manuscripts published in the Survey series, except those approved personally by the Director. Dedications that have been approved: P1249 and P1250 to David A. Johnston, the 1986 Yearbook to Vincent McKelvey, the 1992 Yearbook to Tom Nolan, and B1925 to Frank Frishknecht.

**DIRECTOR'S APPROVAL**

The following quotation is from the Survey Manual (Section 500.9.3A):

All writings (including abstracts) in which the USGS has a proprietary interest and all writings in which the author's title and USGS affiliation will be shown must be submitted to the Director for approval prior to release of publication.

This requirement applies even if the author is last on a list of 100 authors. One fallout of obtaining Director's approval is that the publications are automatically listed in New Publications of the U.S. Geological Survey (monthly) and Publications of the U.S. Geological Survey (annual).

All USGS formal-series books and maps approved by the Director after 12/31/87 include a notation as to date of approval and, if appropriate, the date the revised manuscript was received. (Our policy is to include the revision date if the author holds the manuscript for more than 6 months at any time after Director's approval, or if revisions are so extensive that re-editing or redrafting is required.) As of 7/1/92, the responsibility of signing for the Director was transferred to the BTR [now PG] chiefs.

**DISCLAIMERS**

The government cannot endorse or recommend products or services, and authors should avoid using brand or company names in all publications. We are cautioned not to display brand names even in photographs, such as a camera trademark on a lens cap used for scale. If brand names are displayed, we must provide a disclaimer.

In some reports, however, stating the name of the product or service is necessary to communicate effectively. In those cases, even in outside publications, the conventional disclaimer quoted below, which is boilerplate on the backs title page of all Survey books published since 1990, should be used:

Any use of trade, product, or firm names in this publication is for descriptive purposes only and does not imply endorsement by the U.S. Government.

Survey authors cannot claim that what they publish does not represent the USGS or the U.S. Government because they are publishing as representatives of the USGS and the U.S. Government. They cannot disclaim the possible infringement on copyrights because everything that we publish must be in the public domain. They can disclaim, however, any guarantee that a software program they have written and are publishing will work.

**DISTRIBUTION**

As of February 1994, the default number of books and maps to be printed at USGS expense is 1,500 copies for Geologic Division publications. GPO generally rides our



order for about 600 copies. The GPO copies go to depositories, and about 1,060 copies of the USGS print run of bulletins and circulars and 1,160 of professional papers are distributed automatically to gift and exchange recipients in the United States, Europe, and the rest of the world. About 280 ( $\pm 40$ ) go to NMD's Map Distribution. The remaining ~150 are distributed internally within the USGS, including 30 to 50 to authors, fewer than 40 to the ESICs, and 50 random pulls held by CPG in case of printing disputes (most of these random pulls finally go to NMD Distribution or to the authors). For some 5 percent of our publications that have promise of popular interest, the Superintendent of Documents rides our contract and orders additional copies to be sold by SupDocs.

GPO is required to provide free distribution of government information, in all formats, to the public. Approximately 50 libraries, generally large public or academic libraries, have been designated as regional depositories, receive all publications, and are required to retain all items forever. More than 1,000 additional libraries, including county, academic, law, even Federal Government libraries such as the Bureau of Reclamation library on the Federal Center, are designated selective depositories and receive only those publications they select. Selective depositories are required to retain items for a minimum of 5 years, except for superseded items.

GPO distributes a varying number of each publication depending upon the number of libraries selecting that item. Paper open-file reports are distributed as microfiches. Open-file disks are not distributed. Some open-file CD-ROMs are distributed. Far fewer maps are selected than books. Every year, in June, each selective depository must update its item-selection list. Only at this time are new selections made, but items may be deleted at any time.

We send no CD-ROMs in the Digital Data Series to our gift and exchange list. GPO apparently sends out about 500 to depositories.

As of February 1994, the standard printing for nonMF maps is 1,000, of which approximately 430 to 525 go to library exchange and GPO depositories. The remaining ~500 are sold by USGS Map Distribution, NMD. Much larger editions have been printed of some maps, such as those of national parks. The standard printing of MFs is 800, of which about 350 go to libraries and depositories.

The Geologic Division does not receive any of the funds collected from the sale of books, maps, or open-file reports. Under a memorandum of understanding signed in 7/92, NMD keeps selected Geologic Division maps in print and pays for the reprinting out of the funds received from sales.

## EDIT SAFEGUARDS

We strive never to alter a manuscript in a way that changes an author's meaning; therefore, we give the author the opportunity to approve all changes. For Survey-series manuscripts, editors are instructed not to make changes after author review of edit without checking with the author. A final safety net (the primary purpose of which is to spot errors that might have been introduced in production or by the printer) is author inspection of proofs for maps and the blueline and the printed copy of books before OK-to-ship.

---

 **ELECTRONIC PUBLISHING**

Our word-processing system of choice is Microsoft Word for Windows. We chose Word because it is an excellent system, it is superior to most others for long documents, and, at the time, it was the only one that supported style sheets. Word for Windows is what we all work on in CPG. Thus, the editors can easily fix minor corrections in an electronic file just before a manuscript is typeset.

We can accept Microsoft Word for Windows on MS-DOS disks and Microsoft Word on MS-DOS and Macintosh disks. We accept manuscripts done in other word-processing systems. For any questions on word processing, please contact Julia Taylor (303-236-5453; [jehtaylo@gccmail.cr.usgs.gov](mailto:jehtaylo@gccmail.cr.usgs.gov)). Now that we are typesetting with FrameMaker, a manuscript in Frame is easy for us to typeset. For any questions on typesetting, or for instructions on sending us Frame files using the Internet, please contact the editor.

In late 1993, we transferred the typesetting function to the Graphics Section because graphics and typesetting now have identical software and hardware needs. One result is that more of our staff can typeset; backlogs in typesetting are virtually nil.

We are not state-of-the-art in outputting typeset text because we cannot afford to buy the fastest and best typesetting equipment. We output text on laser printers at 600 dpi and illustrations done on computer on a Varityper typesetter at 1800 dpi. We use Aldus Freehand and Adobe Illustrator on both Mac and Windows platforms and can merge illustrations into FrameMaker files for output of fully composed pages on the Varityper.

We can typeset equations. You do not need to submit them camera ready.

CPG policy is not to accept camera-ready text from program branches, except at our discretion. The reasons for this policy are:

- CPG is highly skilled at typesetting.

- Typesetting in CPG is no bottleneck; it can be done rapidly and efficiently, without need for hard priority.

- Use of camera-ready copy for complex books requires as much of CPG's time as if we typeset them ourselves.

- CPG is responsible for the books published in the central region, and we must maintain control over editing and composition matters such as format, standards, grammar, style, and aesthetics.

- Typesetting of Survey-series books by the program teams is a wasteful use of Survey funds because CPG has ample capacity.

## ERRATA

Errata are a fact of publishing. Mistakes are sometimes made by the author or the publisher that significantly affect content. They may be incorrect data, omitted words, transposed captions, mislabels, or many other mistakes in substance. In such cases, we prepare an errata sheet to be inserted in, or pasted on, each copy of the book or map. The errata sheet should contain sufficient information as to what it is and why it has been prepared that it can stand by itself without a cover note.

Forewords, along with prefaces, are discussed in Suggestions to Authors, p. 20–21, and are mentioned here only with regard to CPG procedure for approval. Once an author has prepared a double-spaced copy of a foreword, he/she submits it to the CPG chief, who sees that it is approved by the Director. It is customary for the Director, or someone in the Director's office acting for the Director, to edit the copy and sign written approval. No further changes are made by CPG.

## HARDBINDING

In February 1991, as a cost-saving measure, we abandoned the policy of hardbinding about 40–50 copies of Survey books for the authors, libraries, and certain other offices. We also do not hardbind multichaptered reports published separately when the volume is complete. (Some libraries, however, may bind them. We continue to hardbind some books because of their size or because a program requests hardbinding and provides the funds.) We add a volume title page to the last chapter (if it has been identified as the last chapter) of every multichaptered volume for which the chapters are published separately so that libraries have that title page if they choose to hardbind the volume.

## HEADNOTES

Where the department and bureau names appear on title pages and headnotes, the full names must be given: U.S. Department of the Interior and U.S. Geological Survey. “U.S.,” not “United States,” is now part of the official name of each entity.

## ILLUSTRATIONS

In order to speed production, we encourage authors to provide us with camera-ready copy for illustrations to be used in USGS-series reports. “Guidelines for author drafting,” and a comprehensive style guide for the preparation of maps, prepared in WPG, are available from CPG.

If you do not have a copy of “Guidelines for author drafting” you can obtain one from the CPG website or CPG will send you one upon request.

We also encourage the program teams to draft illustrations for outside reports. If we are requested to draft them, however, they must first be edited.

We do not make slides, posters, or videos, which authors can have made through private contractors.

## INDEXES

CPG does not do indexes for books, even large books and paleontology books, as a normal part of making the book. The reason is that indexing is time consuming and expensive. Significant delays can result because indexing cannot be started until the book is almost ready to be sent to the printer.

Indexes can be generated by computer, but thus far exploration of the concept has run into labor-intensive technical problems that translate into time and cost. To prepare an index for a recent professional paper, the author or editor highlighted



index words in the repro copy but then the typesetter had to tag those words in the Frame file. At this time, computer-generated indexes, even if prepared by the author, require too much of our typesetters' time to be encouraged (unless, of course, the author is willing pay for the typesetter's time).

Our policy, therefore, is to include an index if the author is willing to prepare it completely or to pay a contractor to prepare it completely and if all concerned are willing to delay publication for whatever time it takes. CPG will log out the manuscript if the indexing is not completed in 3 months. Even if the index is prepared by the author or a contractor, the CPG editor of the report must approve it.

## INSPECTION COPIES

Inspection copies are bound copies of the printed book, including plates, received from the printer before the total print run is bound and distributed. Their purpose is to allow us to inspect for errors introduced in the printing process, errors that cannot be checked in the blueline, such as too heavy inking, faulty binding, misregistration, and so forth. We are allowed only a few days to inspect before we must give the OK-to-ship or ask that the job be reprinted. When we deem that the printing is unsatisfactory, we must convince GPO that it is unsatisfactory. GPO then negotiates with the printer to reprint at the printer's expense, or, in some cases, at shared expense. For example, we would be willing to share expense if we made corrections of defects that were not introduced by the printer. The average number of books reprinted each year at USGS expense in the Central Region is less than one.

Dissatisfaction with printing is most likely to occur if the book contains photographs, especially fossil plates. Where the quality of printing of photographs is a question, the editors may give the authors the opportunity to review the inspection copies. Regardless of our opinion, before we can require the job to be reprinted, we must convince GPO that the job is unacceptable.

Most of the maps that we publish are printed in the NMD printing plant in Reston, and our direct involvement ends with preparation of the printer's negative. Both authors and editors review proofs, sometimes several iterations of proofs, before the final printer's negative is made.

## LETTERS TO THE EDITOR

The policy covering letters to the editor or other informal communications is covered by the Chief Geologist's memorandum of 8/12/88 to Geologic Division employees. Letters that show the author's affiliation with the USGS require Director's approval. A draft of the letter should be sent to Diane Jones, CPG Chief. Letters do not require the program chief scientist's approval, technical review, or editing.

Personal expressions of opinion to which USGS affiliation is not attached do not require Director's approval. If USGS affiliation or representation is implied, you might consider making an explicit statement that you are writing or speaking as a private citizen.

---

 **METRIC SYSTEM**

According to a memorandum of 10/25/93 from Peter Bermel, Assistant Director for Programs, Department of the Interior, with an attachment from the Department manual, metric measurements must be used in all reports published outside the Federal Government.

In Survey-series reports, we strongly encourage the use of metric only, except where the original measurements were made in English units, in which case English units only should be used and a conversion table provided. We discourage the use of dual units because it is time consuming and error-prone. Although dual units provide the conversion most conveniently, they also are an impediment to typing and easy reading. If dual units are used, the unit in which the measurement was made should be given first. If no original measurements are being given, metric should be given first.

## **MONTHLY LIST**

In dealing with CPG, you will often hear reference to the “monthly list.” For example, you will be asked to prepare a note for the monthly list describing a report in a Survey series so that the customer can decide whether he/she wishes to order it. The monthly list is New Publications of the U.S. Geological Survey, which lists all reports, including outside reports, published by USGS authors each month. The time lag between the month covered and distribution of the list is 2 to 5 months.

## **ONLINE PUBLISHING**

As of yet, no firm policies have been established to resolve issues such as what Survey products will be routinely published on the Internet; who will establish, approve, and coordinate web sites; whether there will be standard formats for web pages; and whether there will be a limit to the number of web servers. An Information Systems Council has been named to discuss these and other electronic-publishing issues for the Geologic Division. Summaries of their exchanges and proposed policies are posted at:

<http://geochange.er.usgs.gov/usgs/gdinfo/info.html>.

Anyone interested in releasing a formal Survey publication through the Internet may contact one of CPG’s two Online Publications Specialists: Joan Nadeau (303–236–5504; [jgnadeau@gccmail.cr.usgs.gov](mailto:jgnadeau@gccmail.cr.usgs.gov)) or Rob Wells (303–236–5481; [rkwells@gccmail.cr.usgs.gov](mailto:rkwells@gccmail.cr.usgs.gov)).

## **OPEN-FILE REPORTS**

Open-file reports are valuable in that they release technically reviewed information almost instantaneously. Their greatest disadvantage is that they are distributed to selecting depositories as microfiches rather than as paper copy.

See “Guidelines for the Preparation of Geologic Division Open-File Reports” for current instructions. If you do not have a copy of the guidelines you can obtain one from the CPG website or CPG will send you one upon request. These guidelines, which include supplements for open filing disks, videos, and CD-ROMs, should be



consulted before submitting a manuscript for open filing. See also the section on Thematic maps below for a discussion of open filing large color illustrations.

When you are preparing the final copy of open-file reports, we strongly encourage you to print the master copy using both sides of the paper. The report will be copied exactly as it is submitted—that is, if the original is printed on one side, the copies are one sided; if the original is printed on both sides, so are the copies. Submitting copies printed on both sides will significantly reduce the waste of paper and will save money in other areas as well. Reducing the bulk of the reports on the shelf will save storage space (hence, dollars for shelving and space), and making reports smaller will reduce the cost of postage. Undoubtedly there will be circumstances that make the use of both sides of the paper impractical, but use the two-sided format whenever possible.

#### REVISIONS, PAPER COPY

If the revision is minor (a judgment call to be made by the author), the author can revise the page or pages in question and replace the superseded pages in the reproducible copy on file in the Open-File Reports Section, Earth Science Information Center, NMD in Building 810 and provide copies of the pages for our manuscript control (Tom Judkins; 303-236-5504; [tjudkins@gcc-mail.cr.usgs.gov](mailto:tjudkins@gcc-mail.cr.usgs.gov)) to send to all the depositories to which the original open-file report was sent. The title page also should be amended to note the date of the revision. If the revision is major, a new open-file report superseding the old one should be released, with a new note for New Publications of the U.S. Geological Survey, generally referred to as “the monthly list.”

#### REVISIONS, DISKS

When the report is prepared, the authors should indicate in the introduction (1) that disks may be updated from time to time, (2) that the authors should be contacted regarding possible updates, and (3) that the date of update will be indicated on the disk. The author should deliver to the Open-File Reports Section a revised disk to replace the old and provide copies of the revised disk for us to send to the depositories to which the original disk was sent. If the revision is major, however, a new open-file report should be submitted to supersede the old open-file report so that the new issue will be announced in the monthly list of USGS publications.

### OUTSIDE REPORTS

Outside reports are generally no longer edited by CPG unless so requested by the program.

### PAGE CHARGES

CPG is no longer involved in the payment of page charges. The program teams are responsible for dealing directly with the outside journals in which they wish to publish.

---

## PHOTOGRAPHS

For photographs to be printed in black and white in books, map pamphlets, or on maps, we prefer to receive the original continuous-tone black and white negative and two continuous-tone black and white prints (preferably glossy) of each photograph (even if original photograph is in color).

For photographs to be printed in color, we need the original continuous-tone color negative and two continuous-tone prints (preferably glossy) of each photograph. This is your only option if information such as lines or lettering is to be added to your color photograph. Or you can give us the original color slide and one duplicate color slide of each photograph plus, if the photograph is to be cropped, two prints (either black and white or color).

After your report is published, our Graphics Section will send the original negative and one print of each photograph or original color slide of each photograph to the USGS Photographic Library in Denver. If your original negatives or slides cannot be archived because you require them for future use, you must make that known. If you can supply duplicates for archiving, that would save our making them. Items not archived will be returned to you after publication. Please be aware that it is costly for CPG to make copies of negatives and prints through our contractor (in 1994, if originals are prints, \$21.25 for a duplicate black and white negative and two 5×7 inch prints, \$34.45 for a duplicate color negative and two 5×7 inch color prints—more, if originals are negatives).

The most recent policy statement on the archiving of photographs is the Chief Geologist's memorandum of 9/12/85 to all employees on the permanent disposition of field records and photographs.

## POSTERS

The three regional Publications Groups have had a longstanding policy of not doing posters for meetings (or setting type for posters), primarily because our main graphics function is to prepare illustrations for books and journals and publish maps, and the heavy workload does not allow adding a poster responsibility. A subordinate reason is that posters are different from our usual graphics and require different equipment and working space.

## PRESS INSPECTIONS

The highest probability of success in printing photographs, especially fossil plates, is with a press inspection, during which a representative of the Survey examines the printed copy as it comes off the press. Because the work is performed on site, and because our printing contractors are usually out of State, a press inspection requires air transportation, per diem, and car rental. We are happy to perform the inspection, but the costs will be borne by the program. If no funds are available, we will do the best that we can without an inspection. If we or the author are unsatisfied with the printed photographs, but GPO determines that their quality is acceptable, GPO will not require the printer to reprint at the printer's expense.



## PRESS RELEASES

If an author believes that his/her report merits a press release, he/she should get in touch with Pat Jorgenson (Public Affairs Officer) in Menlo Park. Her number is 8-415-329-4011.

## PRINTING BY PROGRAMS

Program teams, at their expense, can print many documents directly through GPO. For example, a program team may create a color cover for an open-file report and print and distribute hundreds of copies. Program teams cannot print formal-series reports.

## PRIORITIES

Priorities almost always result in reduced efficiency—fast publication for some reports at the cost of a lower median pubtime overall. The most meaningful priorities are what we call hard priorities, those given for manuscripts that must be published by a given date. Examples of publications that received hard priority are the BLM Wilderness bulletins, the McKelvey circulars, B1975 (Bolivian mineral resources), and B2062 (Venezuela geology and mineral resources).

To obtain priority over manuscripts submitted by other branches, the program chief should submit a written request through his/her office chief to the Regional Council.

## PRODUCTION NOTES

By means of production notes (colophons), we can not only identify the region but also the persons responsible for the production of the map or book. We can let the reader know such facts as that illustrations were author prepared and that the text was provided camera ready. CPG includes them on maps and in books, at the discretion of those who contributed to the production of the report.

## PUBLIC ISSUES IN EARTH SCIENCE

Public Issues in Earth Science (PIES) is a subset of our circular series in which authors are encouraged to publish popular, colorful reports on matters of concern to the public. CPG is happy to assign an editor to work with a scientist to prepare a PIES circular.

As of this date, no formal guidelines as to the content and format of PIES circulars have been issued. However, guidelines are provided in an undated document entitled "Background and Guidelines for Producing Circulars in the Series, Public Issues in Earth Science." We will provide copies of these upon request. Examples of PIES circulars published in the central region are C1105, C1110, and C1115.

Because of the high profile and the high cost of publishing full-color books, it is important that you obtain your chief scientist's and the chief geologist's approval in writing of the concept for a PIES circular before you begin. After you have this authorization, please meet with CPG to draw up a pubplan (see below). All PIES circulars are sent to Reston for Director's approval. Also, please see the section above on Forewords.

As part of the publication process in the reorganized Central Publications Group, all formal publications ready to be submitted need a publication plan (pubplan) meeting to establish communication among author(s) and editing/production team. In the case of a regular map or book publication (no special requirements), please contact a text or map editor for this meeting; he/she will contact a graphics illustrator to participate. For a regular publication, the meeting may be quite short, but will include a rough estimate of costs, general timetable, discussion of possible need for contracting out illustration preparation, etc. If your publication is out of the ordinary (for example, large; multichaptered book or multisheet map; work done in foreign countries; hard deadline; expensive illustrations; controversial subject matter; large press run), you should schedule a pubplan meeting through Diane Jones (CPG Chief), who will then include a map or text editor and a graphics illustrator. At such a meeting, we attempt to more specifically anticipate problems, estimate cost, draw up a timetable, and list all the details that apply to this more complex publication. The result of either type of pubplan meeting is a memorandum that is shared among the author(s), Chief Scientist (as necessary), and the editing/production team in CPG.

## REPRINTING OUT-OF-STOCK BOOKS AND MAPS

Under a memorandum of understanding signed in July 1992, NMD keeps selected Geologic Division maps in print and pays for the reprinting out of the funds received from sales. Books can be reprinted at program request at program expense.

## STRATEGIES TO SPEED PUBLISHING

### AUTHOR-PREPARED CAMERA-READY ART

All else being equal, author/program drafting of illustrations will speed Survey-series manuscripts to publication. Editors make sure that these manuscripts move along with the same sense of urgency that the authors showed by providing us with the camera-ready art. The illustrations must be camera ready, however. After edit, corrections should be made by the author/program team. If the “final” illustrations require more than the most minor touch up, they will not leapfrog illustrations that must be drafted from mill copy. See section on illustrations.

### CHAPTER BY CHAPTER

Publishing large multichaptered volumes can be greatly speeded by publishing them chapter by chapter, or by groups of chapters. Otherwise, the volume is slowed through the entire process by the slowest author (completion of manuscript, response to technical review, response to edit, even response to proofing). CPG has published, or is publishing, many multichaptered volumes, and of course the 59 BLM Wilderness volumes were published as about 200 separate chapters. One sedimentary-basin volume alone comprises 35 chapters.

A disadvantage of publishing chapters separately is that few of the sets are ever bound together. The USGS no longer binds any on a regular basis. We assume that some libraries bind the volumes when they are complete.



Other disadvantages are: Years might elapse between publication of the first and last chapters. Some authors in charge of volumes appear reluctant ever to close out volumes. Chapters published over a long period of time are less consistent with each other than chapters in a single volume and may even be edited by different editors. And, of course, a large volume is far more impressive than chapters published separately.

All of which is outweighed in many authors' minds by rapid publication.

#### EDITOR RESPONSIBILITY

After a manuscript is logged into CPG, it moves from person to person, function to function (log in, edit, drafting, typesetting, proofing, printing), until it is finally given the OK-to-ship. By means of the tracking record, we know where each manuscript is at the end of each month, but on a daily basis, the editors are responsible for manuscripts while they progress through the publishing process.

Currently, the CPG text editors are:

Lorna Carter (303-236-5467; [lmcarter@gccmail.cr.usgs.gov](mailto:lmcarter@gccmail.cr.usgs.gov))

Sue Kropschot (303-236-5472; [skropsch@gccmail.cr.usgs.gov](mailto:skropsch@gccmail.cr.usgs.gov))

Rick Scott (303-236-5548; [rscott@gccmail.cr.usgs.gov](mailto:rscott@gccmail.cr.usgs.gov))

The map editors are:

Craig Brunstein (303-236-5477; [cbrunste@gccmail.cr.usgs.gov](mailto:cbrunste@gccmail.cr.usgs.gov))

Alex Donatic (303-236-5468; [adonatic@gccmail.cr.usgs.gov](mailto:adonatic@gccmail.cr.usgs.gov))

Diane Lane (303-236-5476; [dlane@gccmail.cr.usgs.gov](mailto:dlane@gccmail.cr.usgs.gov))

#### ELECTRONIC PUBLISHING

Electronic publishing can no longer be described as an option. It is the option. We made several decisions, however, that speeded publication. We adapted or relaxed standards to the capability of the software and hardware available, and we turned to off-the-shelf software and hardware rather than dedicated systems. See section on Electronic Publishing.

#### FAST TRACK

We do not delay short, easy jobs. All else being equal, we do jobs in the order that they are logged in. All else frequently is not equal. If a manuscript is short, in good shape, contains all author-drafted, few, or no illustrations, it will not sit in line waiting on the completion of large manuscripts or manuscripts that require much drafting. Maps that are estimated to require fewer than 100 hours of cartographic preparation move to the head of the queue.

We give priority to quick tasks and those near the end of the production line. For example, we set aside first edit of one manuscript to proof repro of another manuscript.

#### MANUSCRIPT TRACKING

In CPG, we have a computerized tracking system that tells us the status of every manuscript. If you have any questions regarding the status of a manuscript, please contact the editor.



## PUBPLANS

By meeting with authors in advance of the writing of a report, CPG managers can both prevent misdirected efforts and provide a sense of what can or cannot be accomplished. Each of these meetings is summarized in a memorandum, for which our jargon is "pubplan." We have prepared several dozen pubplans since 1986. See section below on pubplans.

## SUBMITTING A MANUSCRIPT

On 7/1/92, authority to approve manuscripts for the Director was transferred to the PG's. This is what your manuscripts should include:

**All manuscripts:** A routing sheet filled out completely; that is, all the appropriate boxes should be filled.

**Abstract:** One double-spaced copy and technical review copies. Special instructions for AGU abstracts are transmitted to program branches before each AGU meeting.

**Outside reports:** One copy, double spaced if edit is requested, and the technical review copies.

**Open-file reports:** One single-spaced copy prepared according to the "Guidelines for the Preparation of Geologic Division Open-File Reports," a copy of which you can obtain from CPG. After the report is approved, reproducible copies will be requested for the Open-File Reports Section and depositories. If, after open-filing a report, you wish to make a minor change, take the corrected page(s) to NMD's Open-File Reports Section in Building 810 and ask that they be substituted for the corresponding pages in the reproducible. At the same time replace the title page with a title page giving the date of the revision. Provide the same updated material to our manuscript control (Tom Judkins) so that it can be sent to the depositories. If you wish to make significant changes, do so as a new open-file report, with a new number and a note for the monthly list. Be sure to state on the routing sheet that the new report supersedes the old one. The same procedure applies to correcting disk open-file reports. If the change is minor, simply provide a new disk and note the date of revision on the title page. Be sure, also, to provide disks for our manuscript control to send to the depositories. If the revision is major or you wish to switch to a different-size disk, release a new open-file report.

**USGS-series reports:** One double-spaced copy of complete manuscript, the technical review copies, and the illustrations check sheets (showing planned publication size, and so forth). For CD-ROMs, all we need is the complete text manuscript, not the data file. Page-sized illustrations should be legible and amenable to editing. They can be in pencil and lettering can be by hand. In general, except for MFs, all map explanations and correlation charts are redrafted here. (For MFs, we prefer that you not draft the correlation charts before edit.) In sum, do not provide anything more than clear complete copy before editing. If we or you are to redraft, time spent in aesthetic polish before editing is time wasted. After editing, polish is another matter. Do not include the text on disk until it is requested.



## THEMATIC MAPS

### CONVENTIONALLY PREPARED MAPS

When a thematic map reaches us, it is logged in, then backlogged until it can be assigned to an editor. After edit, the map is backlogged again until one of the thematic map unit staff can pick it up to design for contracting.

### DIGITALLY PREPARED MAPS

Scientists have been able to make color plots of maps quickly and cheaply for some years. In October 1991, the Open-File Reports Section, Earth Science Information Center (ESIC), NMD, adopted the policy of allowing oversize color maps, such as computer plots, to be open filed. Because the Open-File Reports Section cannot reproduce oversize color products ( $>11 \times 17$  in.), the author must supply all the copies that are to be sold to the public. The maps must be folded to the size of the envelope we use for our formal map series (approximately  $8.5 \times 11$  in.). The author must supply the Open-File Reports Section with 25 copies initially and 25 additional copies whenever the stock drops to 10.

Conversion of digital files into printer's negatives so that they can be printed in the thousands is much more difficult than simply plotting. Because of our lack of staff, we do not convert conventionally prepared full-color geologic maps to digital products by scanning. If authors prepare a map conventionally, that is, if they do not digitize it, we prepare the printer's negatives conventionally. We have had considerable success in publishing maps digitized in GSMAP through a combination of digital and conventional preparation.

As soon as you make the decision to prepare a map digitally, contact:

Gene Ellis (303-236-0953; [gellis@ctr5.cr.usgs.gov](mailto:gellis@ctr5.cr.usgs.gov)) or

Randy Schumann (303-236-1525; [schumann@greenwood.cr.usgs.gov](mailto:schumann@greenwood.cr.usgs.gov))

They will discuss your project with you. It is in both your and our interests to get you on the right track.

### NEGATIVES FROM DIGITAL FILES

The digital file is sent directly to a contractor to make negatives without any editing of the PostScript file by CPG. If there are any errors in the PostScript file and the contractor prepares negatives from the file, the cost to redo the negatives will be incurred by the program branch not by CPG. This could be very costly, somewhere in the range of \$1000-\$2000. Therefore, it is extremely important that the PostScript file have no errors.

## UNPUBLISHED INFORMATION

Unpublished results of research cannot be released to the public. They cannot be released even to other agencies, except when work is done for another agency and transmitted to the other agency as an administrative report approved by the Director. To avoid the problem of illegal release, information can be published quickly as an open-file report.

---

 **VIDEOS**

All videos are prepared by the program teams, not by the Publications Groups. In addition to those produced for internal use only, videos are of two types. Those intended for a broad, general audience should be of professional quality, require that you fill out form DI-551, and must be approved by the Department. Those intended for a technical audience do not need to meet such high standards and can be open-filed. Guidelines for the preparation of Geologic Division videos are a supplement to “Guidelines for the Preparation of Geologic Division Open-File Reports.” Those guidelines are available on the CPG website.